

City of Morton - City Clerk

Position Function:

The purpose of this position is to prepare, record, and maintain all official actions of the City of Morton.

Essential Duties and Responsibilities as City Clerk:

- Maintains fiscal accounts
 - Processes all accounts payable and accounts receivable invoices
 - Runs all monthly, quarterly, and annual municipal financial reports
 - Accepts and processes Privilege Licenses payments
 - Calculates Privilege License taxes for reports
 - Maintains records for municipal events including Morton Day
 - Works with the Auditor for yearly Municipal audit
- Tax Collection
- Deposits all payments to the City
- Assists the Mayor and Board of Aldermen
- Assists with preparation of the municipal budgets.
- Records ordinances and resolutions
- Prepares municipal agendas
 - Records meeting minutes
- Prepares legal advertisements
- Serves as the official registrar of the city
- Serves as official notary public
- Keeps official seal of the city
- Human resources responsibilities for the city
 - Prepares City payroll for all employees except the municipal utility
- Documents law enforcement personnel certifications and trainings
- Registers municipal employees for training, conferences, etc.
 - Fills out travel forms for employee travel reimbursement, per diem, etc.
- Cemetery plot sales
- Performs receptionist and customer service duties
- Supervises and conducts regular and special elections
- Maintain confidentiality

Minimum Required Education and Experience:

Minimum Education

Education: Bachelor Degree in Business or related field

Experience (yrs.): Minimum Three (3) years previous experience

A certification as a municipal clerk or a master municipal clerk is highly preferred; and an understanding of the principles, functions and operations of municipal government is preferred.

Substitutions Allowed for Education: None

Substitutions Allowed for Experience:

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.

Knowledge, Skills, and Abilities:

- **Bookkeeping and Office Productivity Software:** Familiarity with accounting principles and data processing software to produce correspondence, reports, and other documents as needed.
- **Data Utilization:** Requires the ability to calculate and/ or tabulate data. Includes performing subsequent actions in relation to these computational operations.
- **Human Interaction:** Requires the ability to provide guidance, assistance, and /or interpretation to others regarding the application of procedures and standards to specific situations.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and /or control the actions of equipment, machinery, tools, and/ or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives.

- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Certification or Licensure Requirement:

The person in this position must have a valid drivers license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and / or pulling of objects and materials of light weight (5-10 pounds). Task may involve extended periods of time at a keyboard or work station.

Sensory Requirement: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some task requires the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Benefit: The City of Morton offers a fringe benefit package, which includes retirement, health, & life insurance, paid holidays, and accrued vacation and sick leave.

Applications are available on The City of Morton's web site and at Morton City Hall.

Application with cover letter and resume will be received until position is filled. The resume should include educational experience, computer skills and three references. While this notice points out skill requirements, etc., it does not define every aspect of the job. The candidate may be asked to perform other duties as directed.

Contact:

Interested Applicants should submit a cover letter and resume to:

Mayor's office/ Gerald Keeton, Sr. Mayor

Via Electronic Mail geraldk7333@att.net